

Agenda Item Form

Agenda Date: 06/22/04

Districts Affected: Citywide

Dept. Head/Contact Information: Information Technology, Tony Montoya, (915) 541-4288

Type of Agenda Item:

- | | | |
|---|---|--|
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Staffing Table Changes | <input type="checkbox"/> Board Appointments |
| <input type="checkbox"/> Tax Installment Agreements | <input type="checkbox"/> Tax Refunds | <input type="checkbox"/> Donations |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer | <input type="checkbox"/> Item Placed by Citizen |
| <input type="checkbox"/> Application for Facility Use | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application |
| <input checked="" type="checkbox"/> Other <u>Personal Services Contract</u> | | |

Funding Source:

- ☒ General Fund
☐ Grant (duration of funds: _____ Months)
☐ Other Source: _____

Legal:

- ☒ Legal Review Required Attorney Assigned (please scroll down): Lupe Cuellar ☐ Approved ☐ Denied

Timeline Priority: ☐ High ☒ Medium ☐ Low # of days: _____

Why is this item necessary:

Individual is assuming the position of Programmer Analyst for the Information Technology Department. Contract employee, contract must be approved by City Council before she can assume her duties.

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Individual will be paid at a bi-weekly rate of \$1,596.15. Contract is for two years.

Statutory or Citizen Concerns:

None

Departmental Concerns:

Department needs to have this resource in place due to the upcoming upgrade and implementation of financial and human resources sub-systems within PeopleSoft System. .

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RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Mayor be authorized to sign a Contract between the **CITY OF EL PASO** and **IVONNE NIETO-NILA**, to assist the Information Technology Department as a Programmer Analyst at a biweekly rate of \$1,596.15 for 40 hours per week. The term of the contract shall be for the period of June 23, 2004 through June 22, 2006.

APPROVED this 22nd day of June, 2004.

THE CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

Guadalupe Cuellar
Deputy City Attorney

STATE OF TEXAS)
)
COUNTY OF EL PASO)

PERSONAL SERVICES CONTRACT

This contract entered into by and between the **CITY OF EL PASO**, a home rule municipal corporation hereinafter referred to as "City," and **IVONNE NIETO-NILA**, hereinafter referred to as "Employee," witnesseth:

WHEREAS, the City, on behalf of the Information Technology Department, desires to employ the Employee as a Programmer Analyst; and

WHEREAS, Employee possesses the skills to render said employment to the City.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. SCOPE OF SERVICES. Employee shall perform the services found in Attachment A, attached and made a part hereof, under the terms and conditions hereinafter stated, and the Employee hereby accepts and agrees to perform such services for the Information Technology Department, in El Paso, Texas.

2. TIME OF PERFORMANCE. The services of Employee are to commence on or about June 23, 2004 and be completed by June 22, 2006.

3. COMPENSATION AND METHOD OF PAYMENT. Employee shall be paid at a biweekly rate of One Thousand Five Hundred Ninety-Six and 15/100 Dollars (\$1,596.15). The employee shall work a minimum of forty (40) hours per week. Employee is classified as an exempt employee under FLSA and is not eligible for overtime pay. The full time contract employee named in this Agreement shall be eligible for the following benefits:

A. The City's Insurance Plans. The full time contract employee named in this Agreement who is currently enrolled in any of the City's insurance plans shall be

eligible to continue to participate in and receive the benefits of those Plans in the same manner as similarly situated full time regular City employees. If Employee is not currently enrolled in any insurance plan, she shall be entitled to enroll in accordance with the provisions of those Plans as they may be amended from time to time.

B. The City's Pension Plan, in accordance with the provisions of the Plan. Election to participate in the City's Pension Plan must be made at the time of signing of this contract. In calculating retirement benefits, Employee will receive credit for prior participating years of service with the City, including accumulated sick leave.

C. All paid holidays authorized by the El Paso City Council.

D. Accrual of vacation and sick leave in accordance with City of El Paso Civil Service Rules and Procedures. Employee shall be entitled to begin work as a contract employee with the total sick leave and annual vacation time he or she has accrued with the City as a beginning balance as of the date of this Agreement. Seniority for future accrual of vacation leave will be based on number of years of continuous City service immediately prior to the signing of this Agreement.

E. Deferred Compensation Plan in the same manner as similarly situated full time regular City employees.

F. Civil and Military leave in accordance with City of El Paso Civil Service Rules and Procedures.

G. Tuition Assistance Program under the terms of the City of El Paso's Policies/Procedures.

The City will provide no other fringe benefits. Employee agrees that at no time will s he make a claim against the City for more than the rate provided under the terms of this

contract.

4. LOCATION OF PERFORMANCE. The place where such services are to be performed is in the Information Technology Department, City and County of El Paso, State of Texas, or such other places as may be directed by the City in order to fulfill the terms of this Contract.

5. LAW GOVERNING CONTRACT. For purposes of determining the place of the Contract and the law governing the same, it is agreed that the Contract is entered into in the City and County of El Paso, State of Texas, and shall be governed by the laws of the State of Texas. Venue shall be in the courts of El Paso County, Texas.

6. COMPLETE AGREEMENT. This agreement constitutes and expresses the entire agreement between the parties hereto in reference to the personal services of the Employee for the City, and in reference to any of the matters or things herein provided for, or hereinbefore discussed or mentioned in reference to such services, all promises, representations and understanding relative thereto herein being merged.

7. TERMINATION. Either party may terminate this contract without cause after ten (10) days written notice to the other party of the intention to terminate this contract, or at any time by mutual agreement of the parties. Should the City have cause to terminate this agreement, the contract may be terminated immediately upon notification to the Employee of the cause for termination. The right to terminate the contract under the provisions specified in this paragraph may be exercised by the Chief Administrative Officer on behalf of the City.

8. MISCELLANEOUS. The City shall provide such office space for Employee as is necessary, in the sole determination of the City, for Employee to carry out her duties

under this Contract.

9. **NOTICE.** Any notices required under this contract shall be sufficient if sent by Certified Mail, Return Receipt Requested, postage prepaid, to the City or the Employee at the following addresses:

CITY: City of El Paso
Information Technology Department
Attn: Director
#2 Civic Center Plaza
El Paso, Texas 79901

EMPLOYEE: Ivonne Nieto-Nila

IN WITNESS WHEREOF the parties have executed this agreement at El Paso, Texas this 22nd day of June, 2004.

CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

EMPLOYEE:

Ivonne Nieto-Nila

APPROVED AS TO FORM:

Guadalupe Cuellar
Deputy City Attorney

APPROVED AS TO CONTENT:

Tony Huerta-Montoya, Director
Information Technology Department

ATTACHMENT A
SCOPE OF DUTIES STATEMENT

PROGRAMMER ANALYST

(EL PASO CONTRACT POSITION)

General Purpose

Under direction, analyze computer capabilities and usage, and write programs and documentation.

Typical Duties

Devise and recommend new or revised system and procedures, including justifications for proposed changes. Involves: Study existing systems and procedures of organizations to determine feasibility of conversion to data processing or network application methods. Determine information needs in coordination with personnel of user departments by drawing detailed flowcharts and block diagrams or applying other related methods. Estimate personnel requirements, cost and time for programming projects. Prepare systems development project plans and schedules. Evaluate design alternatives of proposed information processing or network systems, and operations of those implemented to ensure efficient utilization of resources. Analyze program specifications for completeness and conformance to established standards. Recommend technical solutions and improvements to automated systems. Ensure that project products meet departmental standards.

Write, test, implement, and maintain complex automated systems and computer programs. Involves: Prepare complete and precise user instructions, programming and system documentation for implemented systems according to established standards. Report programming activity and project status to management. Analyze software packages and modify to meet users' needs. Provide technical assistance to operations and programming personnel by analyzing information work procedures and job methods to solve operating system problems or debug programs. Estimate and document resource requirements for input handling, processing and output preparation for each system function. Prepare systems design alternatives according to established standards. Review and approve proposed program logic. Ensure programs are thoroughly tested and documented before release as operational. Identify documents and evaluate information requirements at various management and operating levels. Participate in developing programs to educate management and users in data processing capabilities and requirements. Train functional end users in capabilities of their systems, and guide them in dealing with related issues and problems.

Perform related duties as assigned. Involves: Substitute, if assigned, for immediate supervisor or coworkers during temporary absences by performing delegated duties sufficient to maintain continuity of normal operations. Assist supervisor with training new staff in established programming standards and procedures.

Minimum Qualifications

Training and Experience: Equivalent to a combination of an accredited Bachelor's degree in Computer Information Systems, Data Processing or related field including six (6) semester hours of structured programming and three (3) semester hours of systems analysis and design, plus one (1) year of general professional data processing experience which regularly included complex programming using one or more installed third or fourth generation command languages (for example, COBOL, Visual Basic, C+ and SQL) or successful completion, by time of appointment, of specialized technical training leading to scholastic certifications or other software vendor recognition as a qualified journey level professional in an installed functional aspect of a commercial application package (for example, Lawson Suite, People Soft or KRONOS).

Special Requirements:

- Certification or specialized training must be maintained up to date to ensure journey level knowledge of installed upgrades, added modules or other enhancements during course of employment.
- Be available for work beyond standard workday or workweek hours as necessary.

Ivonne Nieto-Nila
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Career Objective

To acquire a position in Information Technology in a team oriented environment.

Education

Currently attend UTEP Graduate School, Career and Technology, Alternative Teacher Certification Program. University of Texas at El Paso, El Paso, Texas, estimated completion date May 2004.

✓ Bachelor of Business Administration, Computer Information Systems, May 11, 2002, University of Texas at El Paso, College of Business, El Paso, Texas.

Associate of Arts in Business Administration, August 1996, El Paso Community College, El Paso, Texas.

Associate of Applied Science-Executive Secretary, May 1986, El Paso Community College, El Paso, Texas.

Employment History

*El Paso Academy West, August 2003 to Present
Current Salary: \$34,000/yr*

Computer Application Instructor

- *Business and Technology Instruction. Providing instruction in various business courses such as Accounting, Finance, Business Management, Business Law, Introduction to Business and Keyboarding. Additionally, providing computer application instruction in MS Word, Excel, Access, and Power point. Facilitator and monitor of Internet access. Perform network administrator functionality. Maintain campus network and workstations.*

*Business Skills Institute, Inc., May 2003 to July 2003 (Part-Time)
Current Salary: \$15/hr*

Instructor

- *Personal Development. Students learn to implement methods to enhance self-esteem, time management, study techniques, articulate personal values, improve interpersonal skills, and optimize career path goals.*
- *Business Correspondence. Students learn to compose effective letters to elicit desired responses from a target audience, to edit for correct punctuation and grammar, and to utilize common business letter style formats.*

Miratek Corporation (Consultants), September 2001 to July 2003:
Current Salary: \$32,000/year

Computer Specialist and Office Support (Overall Assignment)

- Assist with technical writing, review, and preparation of proposals for contracts, and performing a needs analysis assessment (the study of a current existing system operation and procedures for proposed changes/recommendation and feasibility towards a new networked system for an enterprise/organization).
- Assist with technical writing of justification/specifications for proposed equipment and applications
- Assist with conducting assessment and technical writing of recommendation report containing a list of alternative options towards design and implementation of a cost effective system with the minimum features to provide effective usage of allocated resources.
- Assist with determination of cost allocation tables, flowchart systems process/activity data modeling, and network diagram reports of additional personnel requirements for maintenance of new system requirements. Assist with the development of time management tables/schedules to identify phases of implementation for proposed projects.
- Prepare quotes for client procurement of computer equipment and invoice clients. Maintain website updates.
- Assist with performance software application installations and maintain Microsoft System Updates. Assist with setup/installation of Local Area Network (LAN) workstations on Windows NT server, provide connections, communications, and customize end-user profile. Assist with managing PC upgrades, troubleshooting local area networks and other telecommunications equipment
- Assist with training client end-users to operate and maintain proprietary applications.
- Perform network administration functions, grant access and protocol to network, manage and establish TCP/IP Properties specifying IP, network, subnet mask addresses and provide technical support.
- Provide back- up support to office personnel by performing general office and administrative duties.

Other Contract Assignments:

Professional Development Training, contracted December 2002 to April 2003

- Attend training on Geographic Information Systems utilizing ERSI Products consisting of Arc View, and Arc Info through the University of Texas at El Paso Institute for Policy and Economic Development.
- Training program provided aptitude to illustrate elements of public decision-making performed by City Public Officials and City Departments for future planning of new urbanism and transportation oriented development in our area. Developed a prototype using ARC View and Arc Info illustrating layering of metadata from Central Appraisal District and created a base map, parcel zoning map, land use map, crime statistics map, and re-zoning.

Computer Specialist, contracted July 2002 to September 30, 2002

- Developed and maintained a Multimedia Database Library for Ft. Bliss Office of Chief Air Defense Artillery, Branch Marketing Office.
- Managed the full-time capturing and streamlining of VHS video for multimedia production in AVI format utilizing DV Storm Software Application, compressing files and converting files into MPEG format utilizing Tsunami Software Application.
- Maintained and managed a multimedia database library of images for website uploading. Multimedia database developed in MS Access, duties include populating database, query performance, report design as well as print and distribution to management.

- Completed contract assignment early which resulted in additional duties renegotiated and awarded towards website development and the development of power point presentations for strategic planning for key government officials at Ft. Bliss. To promote Army Personnel Retention Rates and Recruitment, the creation of website for the Branch Marketing Office was developed utilizing MS Front Page and then downloaded to a designated web application server. Updates to web site performed on a weekly or as needed basis.

Intern, contracted Jan 2002 to May 2002

- Researched and developed a report on Home Land Security for schools using ERSI Products containing Arc Info, Arc View (GIS) Geographic Information System Software (Geographic Relational Database Software).
- Technical report outlined end-user needs assessment, information technology requirements, cost analysis, and recommendations or benefits of homeland security for schools.
- Developed a prototype of a small-scaled GIS database demonstrating the various layers of metadata retention for emergency response and security for homeland security in schools.

✓ Database Maintenance Specialist, contracted May 2001 to Jan 2002

- Performed database management for **El Paso Electric Company, Environmental Department**.
- Defined Data Definition Library (DDL) for Registrar Software Application.
- Populated database/supervised data entry functionality.
- Performed DML. Manipulated data to create, read, update and delete records.
- Generated SQL code to create a relational database structures in a table schema.
- Performed queries in SQL extracting data from data warehouse.
- Designed, validated and tested data output to generate detailed and exception reports pertaining to employee training records for management.
- Developed an instructional training manual
- Assisted with training client end-users to operate and maintain proprietary application.

Independent Study, contracted September 2001 to December 2001

- Attended Strategic Management Planning Meetings held for the **City of El Paso Housing Authority, Human Resource Department**, for the procurement of a Human Resource Management System as a subset to the proposed Enterprise Management System.
- Performed technical writing for proposals, assessments, and specifications.
- Assisted in technical writing of needs analysis assessment performed to determine information technology requirements (for system integration development analysis of current vs. new system) and provided report of justifications and recommendations to include a network flowchart/mapping diagram of the organization's current network infrastructure using MS Visio Software Application.
- Needs analysis consisted of devising and analyzing current resources with new technology requirements for network integration towards an enterprise management system and evaluation of current equipment and components, software applications, and other resources.

City of El Paso-El Paso International Airport, El Paso, Texas, Airport Properties Department
Salary: 27,000/year

Secretary III, September 1995 to April 1999.

- Performed general office and administrative duties. Assisted in coordination of marketing activities.

- Prepared presentation materials for board meetings and annual conferences using MS Power Point.
- Researched, recommended and purchased computer equipment, office equipment and furniture.
- Automated and customized company forms and applications on computer using MS Word. Operated various software applications; Windows 2000, Microsoft Word, Access, Excel, Exchange, DBase, Lotus and Word Perfect at El Paso International Airport.
- Implemented computer backup system and procedures for Airport Properties Department. Recommended the selection of computer equipment and peripherals as well as prepared specifications for procurement. Managed the purchase of a presentation projector using MS Power Point for Airport Properties Department.
- Assisted in preparation and technical writing of proposals and specifications for department. Assisted with grant management, maintained budget, prepared reports and maintained records.
- Assisted in preparation of various departmental reports, leases, and legal documents as well as responsible for establishing and maintaining electronic records.
- Performed diagnosing and troubleshooting functions, identified, isolated computer malfunctions and provided technical support/assistance. Implemented and maintained a computer back-up recovery system.
- Assisted with the implementation of a website and flight plan brochure. Researched Internet for scheduled flight information to include on EPLA website. Established and maintained a database of property leases, buildings, and equipment using MS Access for Airport Properties Department using MS Access.

City of El Paso - Mass Transit Department

Salary: \$27,000/year

Secretary III, May 1989 to September 1995.

- Performed administrative, general office, and supervisory duties.
- Prepared presentation materials for board meetings.
- Established and maintained computer automated records. Developed and automated company forms and applications on computer.
- Assisted in grant management, maintain budget, prepare reports and maintain records for triennial review.
- Supervised clerical and secretarial staff positions, recruited, prepared performance evaluations, trained, interpreted and enforced rules and regulations.
- Assisted with installation of various software applications, configured peripheral devices, installed and connected cables, installed device driver, installed system components, identified IRQ settings, installed modem cards and network interface cards, and managed upgrade system performance.
- Customized computers to departmental default settings. Assisted with troubleshooting and isolation of computer malfunctions, identified symptoms, and provided technical assistance. Performed various types of preventive maintenance.

City of El Paso-Parks and Recreation Department

Salary: \$15,000/year

Clerk Typist II, May 1988 to May 1989

- Perform Receptionist and Switchboard Operator duties.
- Perform general office duties.
- Support clerk to secretarial staff.
- Met and greeted the public and referred inquiries to appropriate personnel.